

GENERAL SERVICES ADMINISTRATION**Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage! ® is: GSAAAdvantage.gov.

GSA Schedule 70**SIN 132-51 – Information Technology (IT) Professional Services**

FPDS Class D301	IT Facility Operation and Maintenance
FPDS Class D302	IT Systems Development Services
FPDS Class D306	IT Systems Analysis Services
FPDS Class D307	Automated Information Systems Design and Integration Services
FPDS Class D308	Programming Services
FPDS Class D310	IT Backup and Security Services
FPDS Class D311	IT Data Conversion Services
FPDS Class D316	IT Network Management Services
FRDS Class D399	Other IT Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performed by the publisher or manufacturer or one of their authorized agents.

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10420 Little Patuxent Parkway, Suite 550
Columbia, MD 21044
(443) 741-2680 (Main)
(888) 441-5171 (fax)
www.scopeinfotechinc.com

SBA Certified 8(a) Small Disadvantaged Business (SDB) | Rated CMMI Level 3

Contract Number: GS-35F-0212X
Period Covered by Contract: 02-04-2011 through 02-03-2021

Pricelist Current through Modification # 3, dated 08-19-2015.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>.

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Special Notice to Agencies: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1 Geographic Scope of Contract

Information Technology Services will be provided in all 50 states in the Union and the District of Columbia.

2 Contractor's Ordering Address and Payment Information

For Mailed Orders:

Riyaz A. Momin
Scope Infotech, Inc.
10420 Little Patuxent Parkway, Ste 550
Columbia, MD 21204

For Facsimile Orders:

Riyaz A. Momin
Scope Infotech, Inc.
Phone: (443) 741-2680
Facsimile: (888) 441.5171
E-mail: rmomin@scopeinfotechinc.com

Government Commercial Credit Cards acceptable for payment: VISA and Master Card. In addition, bank account information for wire transfer payments will be shown on the invoice.

Technical and Ordering Assistance:

Riyaz A. Momin, President
Phone: (443) 741-2684

3 Liability for Injury or Damage

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4 Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9	G. Order/Modification Under Federal Schedule
Block 16	Contractor Establishment Code (DUNS): 825265999
Block 30	Type of Contractor – A. Small Disadvantage Business (SDB)

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Block 31	Woman-Owned Small Business - NO
Block 37	Contractor s Taxpayer Identification Number (TIN): 20-876-5371
Block 40	Veteran Owned Small Business (VOSB)-NO

Cage Code and CCR Registration

4a. CAGE Code	51X67
4b. CCR Registration	Scope Infotech, Inc. has registered in the Central Contractor Registration Database, now System for Award Management (SAM).

5 FOB Destination

Not Applicable

6 Delivery Schedule (Multiple Award Schedules)

a. Time of Delivery. The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

Items or Groups of Items (SIN or Nomenclature)
132-51

Delivery Time(Days ARO)
30 Days

b. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers and accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7 Discounts

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Discount for use of Government Commercial Credit Card: None
- e. Other: None

8 Trade Agreement Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9 Statement Concerning Availability of Export Packing

Not Applicable

10 Small Requirements

The minimum dollar value of orders to be issued is \$100.00.

11 Maximum Order:

All dollar amounts are exclusive of any discount for prompt payment. The maximum dollar value per order is \$500,000 for Special Item 132-51 Information Technology Professional Services.

12 Ordering Procedures for Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13 Federal ADP/Telecommunications Standards Requirements:

Ordering agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate [reference: National Institutes of Standards and Technology (NIST) Federal Standards Index]. Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

ADP products under this Schedule that do not conform to FIPS should not be acquired unless a waiver has been granted in accordance with the applicable FIPS Publication. Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, NIST, pursuant to National Security Act. Information concerning their availability and applicability should be obtained from NTIS, 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 Federal Telecommunication Standards (FED-STDS)

Telecommunication products under this Schedule that do not conform to FED-STDS should not be acquired unless a waiver has been granted in accordance with the applicable FED-STD. Federal Telecommunication Standards is issued by the U.S. Department of Commerce, NIST, pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA Specification Sales Office, Room 6654, 7th & D Streets, SW, Washington, DC 20407, telephone number (202) 708-9205. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14 Contractor Task/Special Order Requirements (C-FSS-370) (NOV 2003)

(a) Security Clearances	The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
(b) Travel	The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The

	Industrial Funding Fee does NOT apply to travel and per diem charges. Note: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.
(c) Certifications, Licenses, and Accreditations	As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule Program.
(d) Insurance	As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/services code classification offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule Program.
(e) Personnel	The Contractor may be required to provide Key Personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements of personnel.
(f) Organizational Conflicts of Interest	Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
(g) Documentation/ Standards	The Contractor may be requested to provide products or services in accordance to the rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
(h) Data/Deliverable Requirements	Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
(i) Government-Furnished Property	As specified in the agency's order, the Government may provide property, equipment, materials or resources as necessary.
(j) Availability of Funds	May Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under the contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
(k) Overtime	For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15 Contract Administration for Ordering Offices

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience and (m) Termination for Cause (See C.1.)

16 GSA Advantage!™

GSA Advantage!™ is an on-line, interactive electronic information and ordering system that provides on-line access to vendors schedule prices with ordering information. GSA Advantage!™ will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer
- (2) Manufacturer's Part Number
- (3) Product categories

Agencies can browse GSA Advantage!™ by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17 Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18 Contractor Commitments, Warranties and Representations

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service software package submitted in response to requirements that result in orders under this schedule contract
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19 Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20 Blanket Purchase Agreements (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21 Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74 Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e. each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22 Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly on the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for the proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time of a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN-132-8.

23 Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: The EIT standard can be found at www.Section508.gov.

24 Prime Contractor Ordering from Federal Supply Schedules.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25 Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective –

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including the paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26 Software Interoperability

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27 Advance Payments

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

28 Terms and Conditions Applicable to Information Technology Professional Services (SIN 132-51)

28.1 Scope

(A) The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

(B) The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering activity.

28.2 Performance Incentives I-FSS-60 Performance Incentives (April 2000)

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

28.3 Order

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders or task orders for ordering services under this contract. Blanket Purchase Agreements (BPAs) shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19, Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

28.4 Performance of Services

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

28.5 STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

28.6 Inspection of Services

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

28.7 Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, state, city, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

28.8 Responsibilities of the Ordering Activity

Subject to security regulations, the ordering office shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

28.9 Independent Contractor

All IT Services performed by the Contractor under the terms of this contract shall be as an independent contractor, and not as an agent or employee of the Government.

28.10 Organizational Conflicts of Interest

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering offices may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

28.11 Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

28.12 Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

28.13 Resumes

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

28.14 Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

28.15 Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in the Task Order.

28.16 Description of IT Services and Pricing

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

28.16.1 Program/Project Management Services

IT Program and Project Management Services involve all tasks related to planning, developing, implementing, and monitoring IT initiatives to ensure delivery. Scope Infotech has experience managing complex information systems projects and major change programs for both commercial and government organizations. Scope Infotech is well qualified to provide government agencies IT Program/Project Management Services.

Our specific Program/Project Management services include:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Development of the overall program plan • Implementing process improvements • Developing project management and quality management plans • Monitoring progress against the project plan • Documenting and reporting progress | <ul style="list-style-type: none"> • Management of the program execution, including adherence to the quality management plan • Documenting standards and procedures • Addressing schedule variances • Identifying risks and managing changes |
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28.16.2 Strategic Planning/Risk Management Services

IT strategic planning and risk management enable an organization to define the uses of IT to implement business strategy, to assess progress against organization goals, achieve competitive advantage, and improve process efficiency.

As a discrete task, or in conjunction with other project management or development activities, Scope Infotech can leverage our experience to provide strategic planning, risk management and support

28.16.3 Systems Analysis and Design Services

IT Systems Analysis and Design Services consists of formulating the business requirements, formalizing the systems requirements, and designing business systems to support the organizations business needs.

Scope Infotech provides the following Systems Analysis and Design Services:

- Business Case Development
- Requirements Definition and Analysis
- System Design

28.16.4 Systems Development and Deployment Services

IT Systems Development and Deployment Services involve the development, testing, and implementation of information systems.

Scope Infotech provides Systems Development and Deployment Services are as follows:

- Custom Systems Development
- COTS Software Integration
- Electronic Commerce/Electronic Data Interchange (EDI) Development
- Data Warehouse Development
- Internet/Intranet Development
- System Assurance
- Test Planning and Design
- Test Management
- Custom Loading and Tool Development and Support

- Configuration Management
- Training Development and Delivery
- Implementation Planning
- Systems Deployment

28.16.5 Operations and Management Services

IT Operations and Maintenance involves designing the IT organizations structure, processes, and maintaining application programs.

The goal of these services is to implement the most effective method for supporting the IT organizations operations and maintenance needs.

Scope Infotech Operation and Maintenance Services are as follows:

- IT Organization Design and Training
- IT Operations Management
- Operations Scheduling and Support
- Disaster Recovery Planning and Support
- Application Management

28.17 Scope Infotech, Inc. SIN 132-51 GSA Labor Categories & Rates

Option Period: Year 2016 through 2020

	2016		2017		2018		2019		2020	
Position	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF
Administrator I	52.71	53.11	53.66	54.07	54.63	55.04	55.61	56.03	56.61	57.04
Administrator II	78.85	79.44	80.27	80.87	81.72	82.33	83.19	83.81	84.69	85.32
Application Developer I	91.36	92.04	93.00	93.69	94.67	95.38	96.38	97.10	98.11	98.85
Application Developer II	107.98	108.79	109.92	110.75	111.90	112.75	113.92	114.77	115.97	116.84
Application Developer III	133.50	134.50	135.90	136.92	138.35	139.38	140.84	141.89	143.38	144.45
Application Developer IV	145.27	146.36	147.88	148.99	150.55	151.67	153.26	154.40	156.01	157.18
Sr. Application Developer	178.45	179.78	181.66	183.01	184.93	186.31	188.26	189.66	191.64	193.08
Business Analyst I	84.34	84.97	85.86	86.50	87.40	88.06	88.98	89.64	90.58	91.26
Business Analyst II	93.07	93.77	94.74	95.46	96.45	97.17	98.18	98.92	99.95	100.70
Configuration Specialist	130.54	131.53	132.89	133.89	135.28	136.30	137.71	138.76	140.19	141.25
Data Analyst II	125.17	126.11	127.43	128.38	129.72	130.69	132.06	133.04	134.43	135.44
Data Architect I	138.82	139.87	141.32	142.39	143.87	144.95	146.46	147.56	149.09	150.22
Data Architect II	160.50	161.70	163.39	164.61	166.33	167.57	169.32	170.59	172.37	173.66

	2016		2017		2018		2019		2020	
Position	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF
Database Administrator II	134.18	135.19	136.60	137.62	139.06	140.10	141.56	142.62	144.11	145.19
Information Security Auditor	115.64	116.51	117.73	118.61	119.85	120.74	122.00	122.92	124.20	125.13
Information Security Lead	152.05	153.19	154.79	155.95	157.57	158.75	160.41	161.61	163.30	164.52
Information Security Officer	152.05	153.19	154.79	155.95	157.57	158.75	160.41	161.61	163.30	164.52
Information Security Analyst	95.04	95.75	96.75	97.48	98.49	99.23	100.27	101.02	102.07	102.84
IT Support Specialist	108.78	109.60	110.74	111.57	112.73	113.58	114.76	115.62	116.83	117.70
Programmer/Analyst I	81.46	82.07	82.93	83.55	84.42	85.05	85.94	86.58	87.49	88.14
Programmer/Analyst II	91.05	91.73	92.69	93.38	94.36	95.06	96.06	96.78	97.78	98.52
Programmer/Analyst III	105.43	106.22	107.33	108.13	109.26	110.08	111.23	112.06	113.23	114.07
Programmer/Analyst IV	115.67	116.53	117.75	118.63	119.87	120.76	122.02	122.94	124.22	125.15
Project Manager	146.70	147.80	149.34	150.46	152.03	153.17	154.77	155.93	157.56	158.74
Program Manager	194.81	196.28	198.32	199.81	201.89	203.41	205.53	207.07	209.22	210.80
Quality Assurance Specialist I	71.88	72.42	73.17	73.72	74.49	75.05	75.83	76.40	77.20	77.78
Quality Assurance Specialist II	83.43	84.05	84.93	85.56	86.46	87.10	88.01	88.67	89.60	90.26
Quality Assurance Specialist III	89.86	90.53	91.48	92.16	93.12	93.82	94.80	95.51	96.51	97.23
Quality Assurance Specialist IV	112.64	113.49	114.67	115.53	116.73	117.61	118.83	119.73	120.97	121.88
Requirements Analyst I	77.88	78.46	79.28	79.87	80.71	81.31	82.16	82.77	83.64	84.26
Requirements Analyst III	125.92	126.85	128.18	129.14	130.49	131.46	132.84	133.83	135.23	136.24
Systems Analyst I	91.05	91.73	92.69	93.38	94.36	95.06	96.06	96.78	97.78	98.52
Systems Analyst II	105.43	106.22	107.33	108.13	109.26	110.08	111.23	112.06	113.23	114.07
Systems Analyst III	112.04	112.88	114.06	114.91	116.11	116.98	118.20	119.08	120.33	121.22
Systems Analyst IV	128.34	129.31	130.65	131.63	133.00	134.00	135.40	136.42	137.83	138.87
Subject Matter Expert I	116.58	117.45	118.68	119.56	120.82	121.71	122.99	123.90	125.20	126.13
Software Engineer I	114.22	115.07	116.28	117.15	118.37	119.25	120.50	121.40	122.67	123.59
Support Analyst II	86.45	87.09	88.00	88.66	89.59	90.25	91.20	91.88	92.84	93.53
Systems Administrator I	103.84	104.62	105.71	106.50	107.61	108.42	109.54	110.37	111.52	112.36

	2016		2017		2018		2019		2020	
Position	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF	w/o IFF	With IFF
Systems Administrator II	139.78	140.83	142.30	143.37	144.86	145.95	147.47	148.57	150.12	151.25
Systems Architect I	115.00	115.87	117.07	117.95	119.18	120.08	121.33	122.24	123.51	124.44
Systems Architect III	188.06	189.47	191.44	192.88	194.89	196.35	198.39	199.89	201.97	203.48
Test Analyst I	72.71	73.25	74.01	74.56	75.35	75.91	76.70	77.27	78.08	78.66
Test Analyst II	78.63	79.22	80.05	80.65	81.49	82.10	82.95	83.58	84.45	85.08
Lead Test Analyst	93.67	94.37	95.35	96.07	97.07	97.80	98.82	99.56	100.59	101.35
System Testing Specialist II	97.61	98.34	99.36	100.11	101.15	101.91	102.97	103.75	104.83	105.61
System Testing Specialist III	115.28	116.14	117.35	118.23	119.47	120.36	121.62	122.53	123.81	124.73
Automation Test Analyst I	90.73	91.42	92.37	93.06	94.03	94.74	95.72	96.44	97.45	98.18
Technical Architect I	114.77	115.63	116.84	117.72	118.94	119.83	121.08	121.99	123.26	124.19
Technical Architect II	149.76	150.89	152.45	153.60	155.20	156.37	157.99	159.18	160.84	162.05
Technical Writer II	106.95	107.76	108.88	109.69	110.84	111.67	112.83	113.68	114.86	115.73

Base period: Year 2014 and 2015

	2014		2015	
Position	Rate w/o IFF	With IFF	Rate w/o IFF	With IFF
Administrator I	50.77	51.15	51.78	52.17
Administrator II	75.95	76.51	77.46	78.04
Application Developer I	87.98	88.64	89.74	90.41
Application Developer II	103.99	104.77	106.07	106.87
Application Developer III	128.57	129.53	131.14	132.12
Application Developer IV	139.9	140.95	142.70	143.77
Sr. Application Developer	171.85	173.14	175.29	176.60
Business Analyst I	81.22	81.83	82.85	83.47
Business Analyst II	89.63	90.30	91.42	92.11
Configuration Specialist	125.72	126.66	128.23	129.20

2014			2015	
Position	Rate w/o IFF	With IFF	Rate w/o IFF	With IFF
Data Analyst II	120.55	121.45	122.96	123.88
Data Architect I	133.70	134.70	136.37	137.40
Data Architect II	154.57	155.73	157.66	158.84
Database Administrator II	129.22	130.19	131.81	132.80
Information Security Auditor	111.37	112.21	113.60	114.45
Information Security Lead	146.43	147.53	149.36	150.48
Information Security Officer	146.43	147.53	149.36	150.48
Information Security Analyst	91.53	92.22	93.36	94.06
IT Support Specialist	104.76	105.55	106.86	107.66
Programmer/Analyst I	78.46	79.04	80.02	80.62
Programmer/Analyst II	87.69	88.35	89.44	90.11
Programmer/Analyst III	101.54	102.30	103.57	104.34
Programmer/Analyst IV	108.15	112.23	113.62	114.47
Project Manager	141.28	142.34	144.11	145.19
Program Manager	187.62	189.03	191.37	192.81
Quality Assurance Specialist I	69.22	69.74	70.61	71.14
Quality Assurance Specialist II	80.34	80.94	81.95	82.56
Quality Assurance Specialist III	86.54	87.19	88.27	88.93
Quality Assurance Specialist IV	108.48	109.29	110.65	111.48
Requirements Analyst I	75.00	75.56	76.50	77.07
Requirements Analyst III	121.26	122.17	123.69	124.61
Systems Analyst I	87.69	88.35	89.44	90.11
Systems Analyst II	101.54	102.30	103.57	104.34
Systems Analyst III	107.90	108.71	110.06	110.88
Systems Analyst IV	123.60	124.53	126.07	127.02
Subject Matter Expert I	112.27	113.11	114.52	115.37

Position	2014		2015	
	Rate w/o IFF	With IFF	Rate w/o IFF	With IFF
Software Engineer I	110.00	110.83	112.20	113.04
Support Analyst II	83.25	83.87	84.92	85.55
Systems Administrator I	100.00	100.75	102.00	102.77
Systems Administrator II	134.62	135.63	137.31	138.34
Systems Architect I	110.76	111.59	112.97	113.82
Systems Architect III	181.11	182.47	184.73	186.12
Test Analyst I	70.02	70.54	71.42	71.95
Test Analyst II	75.73	76.30	77.24	77.82
Lead Test Analyst	90.20	90.88	92.01	92.70
System Testing Specialist II	94.00	94.71	95.88	96.60
System Testing Specialist III	111.02	111.85	113.24	114.09
Automation Test Analyst I	87.38	88.04	89.13	89.80
Technical Architect I	110.53	111.36	112.74	113.59
Technical Architect II	144.23	145.31	147.11	148.22
Technical Writer II	103.00	103.77	105.06	105.85

Note: Rates are quoted hourly and are fully burdened. Rates based on approved Economic Price Adjustment of 2.0% a year. GSA Industrial Funding Fee (.75%) is used to show rates with IFF.

Work Location: Hourly rates quoted are for Client Site.

28.18 Scope Infotech, Inc. SIN 132-51 GSA Labor Category Descriptions

Education Substitutions	<p>Generally, education requirements cited for the below categories may be substituted with:</p> <ol style="list-style-type: none"> 6-8 years' experience may be considered equivalent to a Bachelor's degree. 8-12 years' experience may be considered equivalent to a Master's degree. 12-16 years' experience may be considered equivalent to a Ph.D. <p>The experience must include progressively increasing responsibilities and strong performance record.</p>
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28.18.1 Administrator I

Responsibilities	Office staff performing business and administrative functions under the supervision of the general manager and senior technical team members.
Education	High school graduate.
Experience	No minimum.

28.18.2 Administrator II

Responsibilities	Office staff performing business and administrative functions under the supervision of the general manager and
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	senior technical team members. Experienced in facility operations and business procedures. Able to multitask accurately and to work relatively independently. May be required to take minutes for business or technical meetings, may need to support relatively complex documentation requirements.
Education	Associates Degree.
Experience	3-5 years. Knowledge of the general system development life cycle and/or the Capability Maturity Model Integration (CMMI) very desirable.

28.18.3 Application Developer I

Responsibilities	With support and supervision, translate requirements into software specifications and detailed design documents. Design, develop, test and implement software entities in different languages, using different development methodologies, on different platforms, in different environments. An Application Developer works under the direct oversight of more experienced developers and analysts and is expected to be able to complete these tasks with ongoing technical support and with guidance.
Education	BA/BS degree.
Experience	1 year.

28.18.4 Application Developer II

Responsibilities	Translate requirements into software specifications and detailed design documents. Design, develop, test and implement software entities in different languages, using different development methodologies, on different platforms, in different environments. Requires a basic understanding of the system development life cycle and the primary tasks therein. An Application Developer II works under the general oversight of more experienced developers and analysts and is expected to be able to complete these tasks with only moderate technical support and with guidance.
Education	BA/BS degree.
Experience	3 years.

28.18.5 Application Developer III

Responsibilities	Translate requirements into software specifications and detailed design documents. Design, develop, test and implement software entities in different languages, using different development methodologies, on different platforms, in different environments. Requires a comprehensive understanding of the system development life cycle and the primary tasks therein. Must be able to interact independently with project and client business analysts, designers, systems and operations personnel. An Application Developer III performs these tasks for their own assignments and also provides general oversight for less experienced developers and analysts.
Education	BA/BS degree.
Experience	6 years. Basic knowledge of the general system development life cycle and the Capability Maturity Model Integration (CMMI) required

28.18.6 Application Developer IV

Responsibilities	Participate in the overall system design and development process, including functional requirements analysis. Translate requirements into software specifications and detailed design documents. Design, develop, test and implement software entities in different languages, using different development methodologies, on different platforms, in different environments. Requires a comprehensive understanding of the system development life cycle and the primary tasks therein. Must be able to interact independently with project and client business analysts, designers, systems and operations personnel. An Application Developer IV performs these tasks for their own assignments and also provides team-level oversight for less experienced developers and analysts.
Education	BA/BS Degree.
Experience	9 years. Detailed knowledge of the general system development life cycle and the Capability Maturity Model

	Integration (CMMI) required.
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28.18.7 Sr. Application Developer

Responsibilities	Participate in and lead the overall system design and development process, including functional requirements analysis. Translate complex requirements into software specifications and detailed design documents. Design, develop, test and implement sophisticated software entities in different languages, using different development methodologies, on different platforms, in different environments. Requires a comprehensive understanding of the system development life cycle and the primary tasks therein. Must be able to interact independently with project and client business analysts, designers, systems and operations personnel. Able to supervise teams of application developers, monitor and mentor their technical performance, act as a liaison between overall development activities and project-level objective and management.
Education	MA/MS Degree or equivalent.
Experience	12 years. Detailed knowledge of the general system development life cycle and the Capability Maturity Model Integration (CMMI) required.

28.18.8 Business Analyst I

Responsibilities	In collaboration with other business analysts, defines business requirements, understands general business issues and basic data requirements of client's organization and industry. Reviews and edits requirements, specifications, business processes and recommendations related to proposed design solutions. With assistance develops functional and system design specifications. Interacts with client and project management in these activities. Responsible for complying with quality and documentation standards.
Education	BS/BA or equivalent experience.
Experience	No minimum.

28.18.9 Business Analyst II

Responsibilities	Defines complex business requirements, understands business issues and data requirements of client's organization and industry. Develops functional and system design specifications. Interacts with client and project management in these activities. Responsible for complying with quality and documentation standards.
Education	BS/BA or equivalent experience.
Experience	3 years.

28.18.10 Configuration Specialist

Responsibilities	Must be able to work with project managers and team leaders to assess and recommend configuration management solutions that effectively meet customer requirements. Plan and coordinate system configuration activities for timely completion. Maintain configuration management documentations for reference purposes. Develop process improvements to enhance configuration efficiency. Determine configuration requirements and develop system configuration procedures. Assist in developing tools to support daily configuration management activities. Follow and enforce configuration management policies and practices. Analyze and resolve configuration problems in a timely fashion. Communicate configuration discrepancies to Management for immediate resolutions. Ensure that system configuration is executed in accordance with customer needs. Assist in configuration audits and implement audit recommendations.
Education	BS/BA or equivalent experience.
Experience	3 years.

28.18.11 Data Analyst II

Responsibilities	The Data Analyst will lead and perform complex analysis in development and operational contexts. Requires very strong analytic and technical design skills, as well as excellent business process documentation and interpersonal communication skills. Must be able to interact productively with many levels of client, user and Company technical staff. Must be able to identify, assess and codify data patterns and synthesize these into information requirements
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	that can be translated into system requirements and design constructs. Ideally will be a subject matter expert in the relevant application areas. Requires a comprehensive knowledge of specific target technology, including the positive and negative factors that pertain to using this technology.
Education	BS/BA or equivalent experience.
Experience	Minimum 6 years. Detailed knowledge of a particular tool, product, platform or overall environment required.

28.18.12 Data Architect I

Responsibilities	Directs the design of databases to store, secure, select, and retrieve information in a logical, orderly manner. Ensures that designed systems provide sufficient controlled avenues for access to and update of the database. Ensures the integrity of the data. May oversee the design and maintenance of the data dictionary and retrieve transactions to ensure correct implementation and usage of the database.
Education	BS/BA or equivalent experience.
Experience	Minimum 6 years. Detailed knowledge of a particular tool, product, platform or overall environment required.

28.18.13 Data Architect II

Responsibilities	Directs the design of databases to store, secure, select, and retrieve information in a logical, orderly manner. Ensures that designed systems provide sufficient controlled avenues for access to and update of the database. Ensures the integrity of the data. May oversee the design and maintenance of the data dictionary and retrieve transactions to ensure correct implementation and usage of the database.
Education	BS/BA or equivalent experience.
Experience	Minimum 10 years. Proven expertise in a particular tool, product, platform or overall environment required.

28.18.14 Database Administrator II

Responsibilities	Performs relatively complex data base administration, management, design, documentation tasks. With others, evaluates database management systems. Serves as a senior level database analyst relative to client systems operations, office operations support, troubleshooting and problem resolution. Supports business analysts and programmer/analysts in effective use of database technology. Interacts with company management and senior level client technical staff.
Education	BS/BA or equivalent experience.
Experience	Minimum 6 years.

28.18.15 Information Security Auditor

Responsibilities	Performs systems monitoring, as well as event tracking, tracing, and documentation. Collects data under the supervision of Security Analysts and Officers and uses this data to maintain metrics repositories and to produce a wide variety of status reports. Requires the ability to work precisely under pressure, and to handle sensitive information in a discreet, professional fashion. A general knowledge of spreadsheets and databases is very helpful.
Education	BS/BA or equivalent experience.
Experience	Minimum 2 years general systems experience.

28.18.16 Information Security Lead

Responsibilities	This position requires extensive education in Information Systems and Security Assurance or a combination of education and work experience including in a leadership. Additionally, this position requires role-based access control and security operations management experience in an environment using a major database and functional knowledge of the overall application area. Strong written and verbal communications skills are essential, as is the ability to interact productively with both the technical team and with client management. Must be versed in NISTs guidelines and FISMA/FedRAMP requirements and, preferably, individual agency or client security policies. The lead shall have a security assurance background including at least one of the following certifications: Certified in
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	the Governance of Enterprise IT (CGEIT); Certified Information Security Manager; or Certified Information Systems Security Professional .
Education	BS/BA or equivalent experience.
Experience	Minimum 8-10 years.

28.18.17 Information Security Officer

Responsibilities	With management and leadership support, responsible for development and delivery of a comprehensive information security and privacy program. Includes coordination of user access and monitoring of all security related activities in the designated functional area. Requires a detailed understanding of role-based security operations. Responsible for playing a central role in maintaining compliance with NIST guidelines, with FISMA/FedRAMP and individual agency requirements for data protection and security management. Establish tracking mechanisms and maintain metrics to monitor ongoing security procedures, their effectiveness, and organization compliance. May be responsible for database or equipment controls. May be responsible for staff orientation and training in security matters. Writes and reviews multiple security-related documents and materials, prepares routine and ad hoc reports for client and organization management. May provide supervision to other members of a larger security team. Must be able to handle and protect very sensitive information with discretion. Must be able to communicate effectively with security team members, Company and client management.
Education	BS/BA or equivalent experience.
Experience	Minimum 6 years.

28.18.18 Information Security Analyst

Responsibilities	Performs systems monitoring, as well as event tracking, tracing, and documentation. Collects data under the supervision of Security Analysts and Officers and uses this data to maintain metrics repositories and to produce a wide variety of status reports. Requires the ability to work precisely under pressure, and to handle sensitive information in a discreet, professional fashion. A general knowledge of spreadsheets and databases is very helpful.
Education	BS/BA or equivalent experience.
Experience	Minimum 5 years.

28.18.19 IT Support Specialist

Responsibilities	Provides general support effort on behalf of technical projects. May have little experience in an IT environment but must have good communications skills. Typical duties include assisting analysts and developers with documentation, helping to prepare presentations and demonstrations, researching and tracing incident or issue reports, identifying or creating test data, test result validation and verification, environment set up and shake down activities, equipment maintenance and tracking. The IT Support Specialist works under the direct supervision of the project's technical team members.
Education	BS/BA or equivalent experience.
Experience	No minimum.

28.18.20 Programmer/Analyst I

Responsibilities	Programmer/analyst responsible for analysis, design, programming, testing and documentation of straight forward system requirements, and implementation of solutions of average complexity. Interacts with other development team members, business analysts, client and project managers.
Education	BS/BA or equivalent experience.
Experience	No minimum.

28.18.21 Programmer/Analyst II

Responsibilities	Middle level technical programmer/analyst, responsible for analysis, design, programming, testing, and documentation of system requirements and implementation solutions of average to mid-range complexity. Interacts
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	with other development team members, business and systems analysts, client and project managers.
Education	BS/BA or equivalent experience.
Experience	2 years.

28.18.22 Programmer/Analyst III

Responsibilities	Senior level technical programmer/analyst, responsible for analysis, design, programming, testing, and documentation of relatively complex system requirements and implementation solutions. May act as the lead programmer analyst or project manager, assists other team members in similar activities. Interacts with other development team members, business and systems analysts, client and project managers.
Education	BS/BA or equivalent experience.
Experience	5 years. Must have demonstrated significant knowledge of and proficiency in a particular language, development protocol, platform or environment.

28.18.23 Programmer/Analyst IV

Responsibilities	Advanced level technical programmer/analyst, responsible for analysis, design, programming, testing, and documentation of relatively complex system requirements and implementation solutions. May act as the lead programmer analyst or project manager, assists other team members in similar activities. Interacts with other development team members, business and systems analysts, client and project managers.
Education	BS/BA or equivalent experience.
Experience	8 years. Must have demonstrated significant knowledge of and proficiency in a particular language, development protocol, platform or environment.

28.18.24 Project Manager

Responsibilities	Manager for large, complex task order (or a group of task orders affecting the same common/standard/migration system). Acts as or assists a Program Manager in working with the ordering activity Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), ordering activity management personnel and customer agency representatives. Under the guidance of the Program Manager or Company management, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Responsible for recruiting, staff oversight, team leadership, and personnel development. Must contribute to Company level technical planning as well as interfaces to other Company activities. A detailed understanding of system development life cycle principles and of the Capability Maturity Model Integration (CMMI) is essential.
Education	MA/MS degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance, or BA/BS degree with demonstrated project management proficiency. PMP certification may be required.
Experience	Minimum of 10 years IT experience. Experience includes increasing responsibilities in information systems design and management.

28.18.25 Program Manager

Responsibilities	Senior manager for large, complex task order (or a group of task orders affecting the same common/standard/migration system). Interacts with Contracting Officers (CO), the contract-level Contracting Officer's Representatives (COR), and the task order-level COR(s), ordering activity management personnel and customer agency representatives. May be responsible for one or more projects and may from time to time oversee one or more Project Managers. Responsible for the overall management of the assigned specific projects and/or task order(s) and for ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Responsible for recruiting, staff oversight, team leadership, and personnel development. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. A detailed understanding of system development life cycle principles and of the Capability Maturity Model Integration (CMMI) is essential.
Education	MA/MS degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or

	business/finance, or BA/BS degree with demonstrated project management proficiency. PMP certification may be required.
Experience	Minimum of 15 years IT experience, at least half of which must be in leadership or management roles.

28.18.26 Quality Assurance Specialist I

Responsibilities	Provides basic quality assurance support for a project under the supervision of technical leads and project management. Verifies that technical activities are compliant with Scope Infotech and external standards. May participate in system test design and development. May perform system testing functions in conjunction with validation and verification processes.
Education	BS/BA or equivalent experience.
Experience	No minimum.

28.18.27 Quality Assurance Specialist II

Responsibilities	Provides quality assurance support for a project with general technical supervision. Verifies that technical activities are compliant with Scope Infotech and external standards. May participate in system test design and development. May perform system testing functions in conjunction with validation and verification processes. Serves as a liaison between company management and technical staff. May assist with in service education related to client, government, and company compliance standards and procedures.
Education	BS/BA or equivalent experience.
Experience	3 years.

28.18.28 Quality Assurance Specialist III

Responsibilities	Provides quality assurance support for a project, requiring routine project management support and guidance. Verifies that technical activities are compliant with Scope Infotech and external standards. Participates in system test design and development and able to lead these activities if required. Able to perform system testing functions in conjunction with validation and verification processes. Serves as a liaison between company management and technical staff. Assists with in service education related to client, government, and company compliance standards and procedures.
Education	BS/BA or equivalent experience.
Experience	6 years.

28.18.29 Quality Assurance Specialist IV

Responsibilities	Provides quality assurance support for a project, working directly with project management and at times leading these quality assurance project activities. Verifies that technical activities are compliant with Scope Infotech and external standards. Leads and participates in system test design and development. Perform relatively complex system testing functions in conjunction with validation and verification processes. Serves as a liaison between company management and technical staff. Assists with in service education related to client, government, and company compliance standards and procedures.
Education	BS/BA or equivalent experience.
Experience	9 years or more experience.

28.18.30 Requirements Analyst I

Responsibilities	Defines relatively complex systems requirements. Can analyze user- or client-stated functional requirements and construct these in the terms of system and data requirements. Develops functional and system design specifications. Reviews and edits requirements, specifications, process models and recommendations related to proposed design solutions. Interacts with client and project management in these activities. Responsible for complying with quality and documentation standards.
Education	BS/BA or equivalent experience.

Experience	No minimum.
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28.18.31 Requirements Analyst III

Responsibilities	Defines relatively complex systems requirements. Can analyze user- or client-stated functional requirements and construct these in the terms of system and data requirements. Develops functional and system design specifications and oversees others in the same activities. Reviews and edits requirements, specifications, process models and recommendations related to proposed design solutions. Interacts with client and project management in these activities. Responsible for complying with quality and documentation standards.
Education	BS/BA or equivalent experience.
Experience	10 years.

28.18.32 System Analyst I

Responsibilities	Carries out straightforward system design strategic planning, documentation and test verification. Interacts with other systems analysts, business analysts, and developers
Education	BS/BA or equivalent experience.
Experience	No minimum.

28.18.33 System Analyst II

Responsibilities	Has some technical and business experience, experience in design of large scale systems, requirements analysis and definition. Carries out relatively complex system design, strategic planning for system resources and implementation, documents these activities, supports test verification. Interacts with other systems analysts, business analysts, and developers.
Education	BS/BA or equivalent experience.
Experience	3 years.

28.18.34 Systems Analyst III

Responsibilities	Has technical and business experience, experience in design of large scale systems, requirements analysis and definition. Carries out relatively complex system design, strategic planning for system resources and implementation, documents these activities, supports test verification. Interacts with other systems analysts, business analysts, and developers.
Education	BS/BA or equivalent experience.
Experience	6 years.

28.18.35 Systems Analyst IV

Responsibilities	Has broad technical and business experience, experience in design of large scale systems, requirements analysis and definition. Carries out relatively complex system design, strategic planning for system resources and implementation, documents these activities, supports test verification. Interacts with other systems analysts, business analysts, and developers.
Education	BS/BA or equivalent experience.
Experience	10 years.

28.18.36 Subject Matter Expert I

Responsibilities	Provides business, analytical or technical expertise in support of project or group of projects. Offers knowledge, experience, and insight in a particular functional or technical area. Requires expertise in business or code technical requirements, processes or functionality. May prepare requirements documents, detailed specifications, and participate in development of detailed design for system components. May furnish expert guidance and instruction in a particular technical area or with a specific product, tool or environment, or groups of the same. May assist in execution of technical activities. Requires strong written and verbal communication skills, and the ability to interact productively with many levels of internal technical and client staff members. .
Education	BS/BA or equivalent experience.

Experience	6 years.
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28.18.37 Software Engineer I

Responsibilities	Performs complex analysis, design, development, integration, testing and debugging of computer software. Activities range from operating system architecture integration and software design to recommendation of products. Senior level knowledge of computer systems environments and utilities in a particular product range. Adept in multiple script and application programming languages. Familiar with network and computer communications hardware characteristics, preferably in multiple tiers. Interacts with analysts and developers to design and implement custom systems solutions. Able to communicate with internal and client technical and management staffs.
Education	MS/MA or equivalent experience.
Experience	8 years.

28.18.38 Support Analyst II

Responsibilities	Provides general support effort on behalf of technical projects, with a focus on systems and test analysis areas. Requires some experience in the systems development environment and at least general understanding of the systems development life cycle. Typical duties include assisting analysts to document in place functionality and to research alternatives, support end-user and client interviews, assist in decision analysis documentation and interpretation, support test design and test data collation. The Support Analyst works under the direct supervision of the project's technical team members.
Education	BS/BA or equivalent experience.
Experience	3-5 years.

28.18.39 Systems Administrator I

Responsibilities	Able to provide effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. Participate in technical research and development to enable continuing innovation within the project or Company infrastructure. Ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values, as well as client and government control and security requirements. Assist project teams with technical requirements and issues during all phases of the system life cycle. Able to communicate effectively verbally and in writing with project, Company and client team members.
Education	BS/BA or equivalent experience.
Experience	2-4 years, including in depth familiarity with a particular systems environment and/or platform.

28.18.40 Systems Administrator II

Responsibilities	Able to provide effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. Participate in technical research and development to enable continuing innovation within the project or Company infrastructure. May need to be able to participate in analysis of systems architecture changes or evolution. May need to be able to plan enhancement and/or transition between systems or configurations. Ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values, as well as client and government control and security requirements. Assist project teams with technical requirements and issues during all phases of the system life cycle. Able to communicate effectively verbally and in writing with project, Company and client team members.
Education	BS/BA or equivalent experience.
Experience	4-8 years, including in depth familiarity with a particular systems environment and/or platform.

28.18.41 Systems Architect I

Responsibilities	Designs or participates in the design of architecture to include the software, hardware, and communications to
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	support system or application requirements as well as provide for present and future cross-functional requirements and interfaces. Verifies alignment and compliance with appropriate standards and reference models. In collaboration with systems and business analysts, evaluates problems of work flows, organization, and planning and develops appropriate corrective action.
Education	BS/BA degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.
Experience	Minimum 3 years.

28.18.42 Systems Architect III

Responsibilities	Establishes system information requirements in development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of an Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. May provide daily supervision and direction to staff.
Education	A Master's degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.
Experience	10 years, of which at least seven years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF 1x, entity relationship diagrams, and other design techniques), and object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering.

28.18.43 Test Analyst I

Responsibilities	Provides pre-delivery software and systems testing to validate software products. Includes participation in critical review of requirements definition and design, development of test cases, test scripts, executing the same, reporting results. Interacts with business and programmer analysts regarding testing activities, company and client managers and technical team members. Responsible for helping to set up and maintain multiple test environments on multiple platforms.
Education	AA/AS or equivalent experience.
Experience	No minimum.

28.18.44 Test Analyst II

Responsibilities	Provides pre-delivery software and systems testing to validate software products. Includes participation in critical review of requirements definition and design, development of test cases, test scripts, executing the same, reporting results. Interacts with business and programmer analysts regarding testing activities, company and client managers and technical team members. Responsible for helping to set up and maintain multiple test environments on multiple platforms.
Education	BS/BA or equivalent experience.
Experience	3-5 years.

28.18.45 Lead Test Analyst

Responsibilities	Responsible for overall pre-delivery software and systems testing to validate software products. Includes participation in critical review of requirements definition and design, development of test cases, test scripts, executing the same, reporting results. Oversees test analyst and quality assurance group. Interacts with business and programmer analysts regarding testing activities, company and client managers and technical team members. Responsible for setting up and maintaining multiple test environments on multiple platforms.
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Education	BS/BA or equivalent experience.
Experience	Minimum 5 years.

28.18.46 System Testing Specialist II

Responsibilities	With support from the project team, business and test analysts must be able to design, develop and execute system-level test planning in conformance with Company and client requirements. This requires fluency in all aspects of formal system testing, from unit to integration levels. Requires the ability to interpret requirements, use cases, user stories accurately and then to construct test coverage that can be formally mapped back to the requirements. An understanding of structured test protocols, including path and code coverage, black and white box testing is needed. The ability to set up and condition test environments appropriate to the particular task or project is essential. Must be able to track the testing process and prepare documentation of test findings, incidents, metrics and conclusions.
Education	BS/BA or equivalent experience.
Experience	3-5 years. Subject matter experience is a significant advantage.

28.18.47 System Testing Specialist III

Responsibilities	With support from the project team, business and test analysts, must be able to design, develop and execute system-level test planning in conformance with Company and client requirements. This requires fluency in all aspects of formal system testing, from unit to integration levels. Requires the ability to interpret requirements, use cases, user stories accurately and then to construct test coverage that can be formally mapped back to the requirements. Must be able to play a lead or key role in these activities and to support other members of the test team in performing test assignments. An understanding of structured test protocols, including path and code coverage, black and white box testing is needed. The ability to set up and condition test environments appropriate to the particular task or project is essential. Must be able to track the testing process and prepare documentation of test findings, incidents, metrics and conclusions.
Education	BS/BA or equivalent experience.
Experience	8 years. Subject matter experience is a significant advantage.

28.18.48 Automation Test Analyst I

Responsibilities	With support from the project team, business and test analysts must be able to design, develop and execute system-level test planning in conformance with Company and client requirements. This requires fluency in all aspects of formal system testing, from unit to integration levels, with a particular focus on and experience with test automation. This can include automation of script development, execution and/or playback. Familiarity with common automation tools such as Selenium, Rational, or SOAtest is desirable. Must be able to understand requirements and to construct test coverage that can be formally mapped back to the requirements. The ability to set up and condition test environments appropriate to the particular task or project is essential. Must be able to track the testing process and prepare documentation of test findings, incidents, metrics and conclusions.
Education	BS/BA or equivalent experience.
Experience	2-5 years. Subject matter experience is a significant advantage.

28.18.49 Technical Architect I

Responsibilities	Designs or participates in the design of architecture to include the software, hardware, and communications to support system or application requirements as well as provide for present and future cross-functional requirements and interfaces. Evaluates and designs technical solutions to implementation requirements and constructs design frameworks within which these solutions may be deployed. In collaboration with systems and business analysts, evaluates problems of work flows, organization, and planning and develops appropriate corrective action.
Education	BS/BA degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.
Experience	6 years.

28.18.50 Technical Architect II

Responsibilities	Designs or participates in the design of architecture to include the software, hardware, and communications to support system or application requirements as well as provide for present and future cross-functional requirements and interfaces. May play a lead or key role in these areas. Evaluates and designs technical solutions to implementation requirements and constructs design frameworks within which these solutions may be deployed. In collaboration with systems and business analysts, evaluates problems of work flows, organization, and planning and develops appropriate corrective action. Coordinates relevant decision analysis and resolution activities (DAR) related to technical architecture, presents conceptual design and alternatives to Company and client management, and communicates relatively complex design objectives to business and development team members.
Education	BS/BA degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.
Experience	More than 10 years.

28.18.51 Technical Writer II

Responsibilities	Prepares and edits system and other technical documentation that incorporate information provided by user, specialist, analyst, and programmer personnel. Writes, edits, and prepares reports, studies, and presentation material of technical information for both technical and non-technical audiences. Interprets technical documentation standards and prepares documentation according to the standards. May provide graphics support.
Education	BS/BA or equivalent experience.
Experience	5 years.

29 USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Scope Infotech, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Riyaz Momin, (804) 714-4979, rmomin@ScopeInfotechInc.com, (888) 441-5171 (fax).

30 Blanket Purchase Agreement Suggested Format

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act ____ (Agency) ____ and ____ (Contractor) ____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s)

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the government that works better and costs less.

Signatures:

AGENCY

DATE

CONTRACTOR

DATE

BPA Number _____ (Customer Name) - Blanket Purchase Agreement

Pursuant to GSA Federal Supply contract number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER / PART NUMBER

*SPECIAL BPA DISCOUNT/PRICE

(2) Delivery:

DESTINATION DELIVERY

SCHEDULE / DATES

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor
- (b) Contract Number
- (c) BPA Number
- (d) Model number or National Stock Number (NSN)
- (e) Purchase Order Number
- (f) Date of Purchase
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information)
- (h) Date of Shipment.

(9)The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

31 Contractor Team Arrangements

Basic Guidelines for Using "Contractor Team Arrangements"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirement.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to the terms and conditions of the Federal Supply Schedule contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The Customer identifies their requirements
- Federal Supply Schedule Contractors may individually meet the customer's need, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.